

Department of Finance and Administration

Funds Coordinator

A management level financial and accounting staff position responsible for the compilation of the state's financial statements. Additional duties include reviewing and monitoring statewide revenues and expenditures to ensure accounting and reporting in conformity with federal and state law, accounting standards and state policies; monitoring and assisting with statewide budget compliance, reconciliation and variance analyses; and evaluating, reviewing, and implementing new accounting standards as well as federal and state laws. Also serves as a liaison providing assistance and guidance to other state agencies related to accounting principles and practice and consulting with upper levels of management on matters regarding all aspects of financial operations.

Skills and competencies required include independent thinking, advanced accounting knowledge, priority setting, problem solving and intermediate oral and written communication skills. Other preferred qualifications include the ability to document procedures and develop policy, to utilize time management techniques effectively to meet agency deadlines and expertise in the use of spreadsheet and word processing software.

Experience and Education

Graduation from an accredited college or university with a bachelor's degree in accounting AND current licensure as a Certified Public Accountant (CPA) AND 5 years of experience. Preferred experience includes construction or auditing of a Comprehensive Annual Financial Report and familiarity with accounting and financial reporting in an enterprise-wide state or local government environment is preferred.

To Apply:

Please send resume to Michelle.Earhart@tn.gov and ylonda.banister@tn.gov

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